



**CITY OF TUKWILA**  
*Department of Community Development*  
6300 Southcenter Boulevard, Tukwila, WA 98188  
Telephone: (206) 431-3670

**PERMANENT SIGNS**  
Building and  
Free-Standing / Monument  
Short Form –  
**COMMERCIAL ZONE  
ONLY**

**PERMANENT SIGN PERMIT APPLICATION**

*FOR STAFF USE ONLY*

<b>Planner:</b>	<b>File Number:</b>
<b>Needs Electrical: Yes/No</b>	<b>Associated File Numbers:</b>

Business Name \_\_\_\_\_ Address of Sign \_\_\_\_\_

Contact Name \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Email address \_\_\_\_\_ Contact Phone number \_\_\_\_\_

Contractor \_\_\_\_\_ Contractor State License # \_\_\_\_\_ Contractor's City of Tukwila Business Lic # \_\_\_\_\_

Contractor Address \_\_\_\_\_ City St Zip \_\_\_\_\_

**REQUIRED FOR SIGN APPLICATION**

- ☐ Valid Tukwila business license number for the sign contractor.
- ☐ One copy of a valid Washington State Contractor's license, or owner's affidavit

I HEREBY CERTIFY that the information contained in this application and the materials furnished to the City by me are true. I understand that if I provide incorrect information on this application or submit plans that are not correct, it could delay issuance of a permit or, if the permit has been issued, be cause for the City to revoke the sign permit.

**Date:** \_\_\_\_\_ **Signature of Owner or Authorized Agent** \_\_\_\_\_

The City will send any official notices, letters, and other official notices via email. If you wish to receive all official communications from the City via US Postal Mail, check here: ☐

**APPLICATION CHECKLIST**

- ☐ Completed and signed application (this form).  
**Application fee listed in current Fee Schedule**
- ☐ Two copies of a dimensioned and scaled site plan showing property lines, streets, buildings and parking areas; the location of all existing building mounted or freestanding signs on the same building/parcel as the proposed signs.
- ☐ Two copies of scaled and dimensioned drawings of the proposed sign or signs with area calculations.
- ☐ Two copies of a scaled elevation of the building walls where the signs will be located indicating the location and dimensions of the exposed building face used to calculate the sign area.
- ☐ Method of illumination, if proposed.
- ☐ Method of support and attachment for building-mounted signs.
- ☐ Structural calculations if the sign weighs over 400 pounds.
- ☐ Scaled and dimensioned footing designs and height calculations. Footing designs are not required for reface or copy changes to an existing freestanding sign, provided there is no change in the sign height, area or location.
- ☐ Structural calculations if the sign has an area greater than 50 square feet and/or is taller than 15 feet. This requirement may be waived for certain refaces or copy changes to existing freestanding signs.

**Total number of Building Mounted Signs included in this application:** \_\_\_\_\_

**TEXT on Sign (Must also be shown accurately on plans)** \_\_\_\_\_

**Total number of Freestanding/Monument Signs included in this application:** \_\_\_\_\_

**TEXT on Sign (Must also be shown accurately on plans)** \_\_\_\_\_

GENERAL

The issuance of some signage within the City may require a permit from the Washington State Department of Transportation (WSDOT). It is the applicant’s responsibility to obtain all required permits from the appropriate government agency. For information on permits that may be required from **WSDOT call (360) 705-7296**.

The issuance of a sign permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the City shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Director from requiring correction of errors in the construction documents and other data (TMC 19.12.020 (C)).

Pursuant to TMC 19.12.0150, sign permits shall be valid for 180 days from the date of issuance of the sign permit. The Director may approve one extension of up to 30 days if a written request is submitted to the City **BEFORE** expiration of the 180 day period.

INSPECTIONS

A final inspection of the sign is **required** for all signs when installation is complete. The applicant or installer is required to schedule the final Sign inspection through the City’s Inspection line at (206)438-9350. The 4-digit inspection code needed for scheduling the final Sign inspection is 1510. The applicant or installer does not need to be present for the final Sign inspection.

It is the responsibility of the installer to obtain the electrical permit and inspections from the City of Tukwila Permit Center at (206) 431-3670. The electrical inspector will need access to complete the Electrical portion of the inspection.

Building Mounted Signage Worksheet

The City’s sign code permits a variety of building mounted signs, including wall signs, signs on awnings, canopy signs and projecting signs. This sign permit application can be used to determine the total number of building mounted signs permitted for your business. The application also provides the specific code standards for the common types of building mounted signs; see TMC 19 Sign Code for details. Please note that you may not qualify for all signage types outlined in this application.

Section 1- Wall Sign

Each public entrance is eligible for either a flush mounted wall sign or an awning face sign. In some cases an additional wall sign maybe permitted on walls that do not have entrances, see Section 2 of this application.

Use the table below to determine the maximum permitted size<sup>1</sup> of your wall sign:

Maximum Sign Area

AREA (L x H) of Exposed Building Face (EBF) in square feet	Permitted Sign Area
0-500	EBF x.05 or 20 square feet, whichever is larger
501-1,500	(EBF-500) x .04 + 25 square feet
1501-3,000	(EBF-1,500) x .03+ 65 square feet
3,001-5,000	(EBF-3,000) x .02+ 110 square feet
Over 5,000	150 square feet maximum

Wall Sign Worksheet

	Sign ____	Sign ____	Reserved for City Use	For more detail see the Sign Code Language, TMC 19.20.050 A.
Wall Area				The size of the sign is based on the area of the wall fronting the tenant space where the sign will be located, see 19.08.110.
Maximum Sign Area				Calculate the maximum sign area allowed for the wall from the table above.
Proposed Area of Sign				Calculate the area by drawing one box around the entire sign face or copy using 90 degree angles.
Sign Copy				List what the sign will say (for example name of business).

<sup>1</sup> This table is inapplicable if your site is covered under an approved Master Sign Program and an increase in sign area was granted.

# Freestanding Sign Worksheet

A sign permit is required for the installation of a new freestanding sign. In most circumstances the City only allows new freestanding signs to be monument style signs. Certain large premises that have gone through the Master Sign Program are eligible for grand monument signs. Information on installing a new freestanding sign is found in SECTION 1 of this application. Information on installing new grand monument signs can be found in SECTION 2 of this application.

A sign permit is also required for any proposed reface or copy change to an existing freestanding sign in the City. In some cases a reface or copy change of an existing freestanding sign requires that the sign be removed. Information on completing a reface or doing a copy change to an existing freestanding sign can be found under SECTION 3 of this application.

<i>Total Length of Street Frontage Along All Streets:</i>	
<i>Does the site front on more than one street, but have less than 800 feet of linear frontage, combined on both streets?</i>	
<i>Is the site use a multi-family or institutional use in a residential zone (LDR, MDR, or HDR)?</i>	
<i>List any existing Signs :</i>	

## Section 1- New Freestanding Signs

### Freestanding Signs in Commercial/Industrial Zones

Each premise is permitted to have one freestanding-monument style sign. Additional monument signs are permitted based on the total amount of linear street frontage along the premise. Table 1 below outlines the development standards and total number of signs permitted for most premises.

Total ROW of Premise	Allowable Sign Message Area <sup>2</sup>	Total Allowable Sign Size <sup>3</sup>	Maximum Height	Number of Signs
Less than 400 feet	36 square feet per side/72 square feet total	54 square feet per side/108 square feet total	6 feet	One
400-599 feet	50 square feet per side/100 square feet total	70 square feet per side/140 square feet total	7 feet	One
600-799 feet	60 square feet per side/120 square feet total	80 square feet per side/160 square feet total	7 feet	One
800-999 feet	66 square feet per side/132 square feet total	88 square feet per side/176 square feet total	8 feet	Two
1,000 feet and over	72 square feet per side/144 square feet total	96 square feet per side/192 square feet total	8 feet	One for every 400 feet of linear street frontage.

### General Requirements for Monument Signs in Commercial and Industrial Zones

1. **Setback.** All monument signs shall be placed at a minimum of five feet from all property lines; however no sign taller than three feet shall be placed within the sight distance triangle, unless it can be demonstrated the sign will not pose a safety risk by reducing visibility for motorists turning out into traffic.
2. **Maximum Width.** The maximum width permitted for any new monument sign is 15 feet,
3. **Address Requirement.** All new freestanding signs shall have the address number or address range of the premise listed on the structure. The address shall not be counted toward the allowable sign message area limit. Address numbers must be plainly legible and visible from the street fronting the property. The address numbers must contrast with the sign background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches high with a minimum stroke width of 1.5 inches.

### Corner Properties

Some corner properties may qualify for more than one monument sign, even if they have a limited amount of street frontage. A property that borders on more than one public street, but has less than 800 total feet of linear frontage, is permitted to have one monument sign per street if the following criteria are met:

1. The property has a least 200 feet of frontage on each public street where a sign will be placed;
2. Each public street provides direct access to the property; and
3. For each separate street frontage Table 1 listed above shall be used to determine the design standards for any proposed monument sign.

<sup>2</sup> The allowable message area is either the face pane of the sign, or for channel letters or signs painted on seating or retaining walls, that portion of the sign devoted to the actual message , logo, or business name.

<sup>3</sup> Total size is the entire area of the sign, including the support structure.

*New Freestanding Sign Details*

	Monument Sign 1	Monument Sign 2	Monument Sign 3	Monument Sign 4	Monument Sign 5	Monument Sign 6
Name of Street on which sign will be placed?						
Total Sign message area per face.						
Total Sign message area per sign						
Total Sign Size per face						
Total Sign Size per sign.						
Width of Sign						
Sign Height (ft-in)						
Distance (ft) from closest edge of sign to property lines						

**Section 2- Reface and Copy Change of Existing Freestanding Signs**

When the current sign code became effective on August 24, 2010, the City strived to create a sign code that would reduce the impact to property owners and businesses that had existing freestanding signs on their property. The city permits refaces and copy changes to existing freestanding signs under several different scenarios:

1. A freestanding sign that conforms to the current sign code is permitted refaces and copy changes with a permit.
2. A freestanding sign that is not considered a freeway interchange sign, which was legally installed under the previous sign code but does not meet the current Sign Code, is permitted to have refaces and copy changes for up to TEN years from the effective date of the City’s Sign Code (8/24/10) if a Non-Conforming Sign Permit was obtained. A Non-Conforming Sign Permit is the only way to be allowed this ‘grace period’. A permit is still required for any reface or copy change. At the end of the ten year grace period the sign may remain as-is indefinitely; however additional refaces or copy changes will require that the sign be brought into conformance with the Sign Code.  
Please note, modifying the sign height, increasing the sign area, or relocating the sign is not permitted without bringing the sign into full conformance with the City’s Sign Code.
3. A freestanding sign that is considered a freeway interchange sign and was legally installed under the previous sign code is permitted to have refaces and copy changes for up to FIVE years from the effective date of the City’s Sign Code (8/24/10). A permit is required for any reface or copy change. Please note, modifying the sign height, increasing the sign area, or relocating the sign is not permitted. At the end of the five year period the sign may remain as-is indefinitely, however any changes to the face or structure of the sign will require that the sign be removed.
4. Freestanding signs that did not comply with the City’s previous sign code, for example those that were installed while an area was in King County, are not permitted to have any changes to the face or structure of the sign without bringing the sign into conformance with the Sign Code.

Staff can help you research previous permit history to determine if your existing freestanding sign was installed under the provisions of the City’s previous Sign Code, and if a Non-Conforming sign permit was issued.

You will note that under Section 1 of this sign permit application additional signs are allowed for premises with over 800 feet of linear street frontage or for corner properties. Even if your property qualifies for this additional signage under Section 1 you will not be able to install it until any existing non-conforming sign(s) are removed (TMC 19.36.070).

*Existing Freestanding Sign Details*

	Existing Freestanding Sign 1	Existing Freestanding Sign 2	Notes:
Date of last sign permit issued by the City for sign that is being modified:			
Existing Sign Area:			
Proposed Sign Area:			
Sign Height (feet-inches):			
Distance from closest edge of sign to property lines (in feet):			